

Facility Rental Information

1. **PLANNING A PARTY, RECEPTION OR MEETING AT A CITY OF BELMONT FACILITY? HERE IS AN EASY REFERENCE GUIDE AS TO WHAT IS AVAILABLE, THE CHARGES AND OUR POLICIES.**

2. **FACILITY RENTAL AND CHARGES**

TWIN PINES SENIOR AND COMMUNITY CENTER	
Resident: \$125.00 per hour \$ 20.00 processing fee \$350 refundable trust deposit	Non-Resident: \$185.00 per hour \$ 20.00 processing fee \$350 refundable trust deposit

TWIN PINES LODGE BUILDING	
Resident: \$95.00 per hour \$20.00 processing fee \$350 refundable trust deposit	Non-Resident: \$135.00 per hour \$ 20.00 processing fee \$350 refundable trust deposit

TWIN PINES COTTAGE	
Resident: \$ 40.00 per hour \$ 20.00 processing fee \$250 refundable trust deposit	Non-Resident: \$ 50.00 per hour \$ 20.00 processing fee \$250 refundable trust deposit

TWIN PINES LARGE GROUP PICNIC AREA (Large barbecue area with reservation sign)	
Resident: This area may be reserved by a Belmont resident up to 12 months in advance for a \$45 reservation fee.	Non-Resident: May be reserved by a non-resident up to 11 months in advance for a \$65 reservation fee.

BELMONT SPORTS COMPLEX CONFERENCE CENTER	
Resident: \$ 85.00 per hour \$ 20.00 processing fee \$350 refundable trust deposit	Non-Resident: \$ 95.00 per hour \$ 20.00 processing fee \$350 refundable trust deposit

BARRETT COMMUNITY CENTER (Classrooms)	
Resident: \$ 25.00 per hour \$ 20.00 processing fee \$250 refundable trust deposit	Non-Resident: \$ 35.00 per hour \$ 20.00 processing fee \$250 refundable trust deposit

Non-Profit Organizations/Commercial/Business

Must make special arrangements with Facilities Coordinator.

Private Parties, Receptions, Meetings and Other Social Gatherings

- A. Belmont residents may schedule a City facility up to twelve (12) months in advance Friday - Sunday; six (6) months in advance Monday - Thursday.
- B. Non-residents may schedule a City facility up to eleven (11) months in advance Friday - Sunday, six (6) months in advance Monday - Thursday.
- C. A lottery method will be used to determine permit priority when a request is made at the same time for the same date.

3. **REFUNDS**

Full refunds will be granted only if the cancellation is made at least one hundred twenty (120) days prior to the event to allow for scheduling of other events. Reservations canceled less than one hundred twenty (120) days prior to the event shall lose their trust deposit.

4. **RESPONSIBILITIES FOR PERMITTEE:**
- A. Assumes liability for the event.
 - B. Makes payment for the rental fees.
 - C. Acts as liaison with City staff regarding facility set-up and coordination.
5. **SOME QUESTIONS COMMONLY ASKED ABOUT USING OUR FACILITIES:**

MAY I HAVE MUSIC AT MY EVENT? You may have a live band or a D.J. in the interior of the Twin Pines Senior and Community Center, The Belmont Sports Complex Conference Center and the Barrett Community Center Auditorium. A D.J. is permitted in the interior of the Lodge Building. Live Bands are NOT permitted in the Lodge Building. Music is not permitted on the exterior of any facility.

IS SMOKING ALLOWED? Smoking is not permitted in any City Facility. It must be done outside. Lit candles are also not permitted.

WILL I BE ALLOWED TO ENTER THE BUILDING EARLY? No. Charges will include any time needed to set up for your party, so plan for your caterer or yourself to arrive early.

WHEN IS MY MONEY DUE FOR MY EVENT? Once you receive confirmation in the mail, the Trust Deposit is due within five (5) working days. The balance is due thirty (30) days prior to the event.

WHEN DO I SUBMIT MY SET-UP SHEET FOR MY EVENT? For private parties, your fee includes set-up of tables and chairs. The set-up sheet for your event is due no later than two weeks before your event.

MAY I RENT THE MEADOW FOR A WEDDING AND THE TWIN PINES SENIOR AND COMMUNITY CENTER FOR THE SAME PRICE? No. The meadow is a non-reservable, first-come, first-served area and cannot be reserved for your event.

Listed below is the equipment available when renting the **Twin Pines Senior and Community Center**

<u>Item</u>	<u># Available</u>	<u>Capacity</u>	<u>Miscellaneous</u>
Chairs	225	225	Not to be used outside
12' tables	10	12/14	Not to be used outside
60" round tables	20	8/9	Not to be used outside
6' tables	8	6/8	May be used outside
8' tables	3	8/10	May be used outside
Card Tables	10	4	N/A
Patio Chairs	8		N/A
Patio Tables	3		N/A
Portable Stage	1		Not to be used outside
	4 sections		
	4' x 8' each		
Piano	1	N/A	Arrangements must be made in advance to use the Piano.
Microphone	1	N/A	N/A

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Listed below is the equipment that is available when renting the **Lodge**

<u>Item</u>	<u># Available</u>	<u>Capacity</u>	<u>Miscellaneous</u>
Chairs	110	110	May be used outside
10' tables	6	10/12	Not to be used outside
60" round tables	8	8	May be used outside
60" round tables	6	8	Not to be used outside
8' tables	5	8/10	May be used outside
6' tables	8	6/8	May be used outside
5' tables	4	4/6	Not to be used outside